

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL		Training
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>Course Files (Current, Completed, and Closed)</u></p> <p>A folder is provided for each course offered by the Clerical Training Institute and the Management Development Center. These folders contain instructional material pertaining to the particular course. The roster, which lists those people who attended the courses, is also included in these files.</p>	Retain in office for three (3) years, then destroy.
2	<p><u>Contracts File</u></p> <p>These files contain contracts negotiated with individuals who provide instructional service for the Training Center.</p>	Retain in office for three (3) years or until audited, then destroy.
3	<p><u>Suggestion Program (Closed and Pending)</u></p> <p>MS-600A and MS-615B -- Contained in these files are the incentive Awards Program suggestions submitted by State employees. The department has the responsibility of coordinating and rendering the final opinion on the acceptability of the suggestions offered by the employees.</p>	Retain in office until decision is rendered; transfer to a State Records Center for an additional four (4) years, then destroy.
4	<p><u>Blue Cross/Blue Shield Program</u></p> <p>Files are maintained for State employees covered by Blue Cross/Blue Shield health insurance coverage. Applications for leave of absence for Blue Cross/Blue Shield, correspondence files, and applications for retroactive payments to Blue Cross/Blue Shield are included in this series of files.</p>	Retain in office for two (2) years; transfer to a State Records Center for an additional four (4) years, then destroy.
5	<p><u>Out-Service Training</u></p> <p>Applications for Out-Service Training authorization (MS-551), approved requests for Out-Service Training and</p>	Retain in office for three (3) years, transfer to a

Schedule approved by Department, Agency or Division Representative

Thomas A. Snell
Signature

Director
Management Development Center
Title

4/19/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77
Date

Edward C. Ferguson
Archivist

Date Secretary

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Item	Description	Retention
	correspondence relating to this training are inclusive in these files.	State Records Center for an additional three (3) years, then destroy.
6	<u>Course History File</u> The history file contains a copy of catalogs and course brochures. These records contain information pertaining to courses that have been offered by the Management Development Center and the Clerical Training Institute. All the material contained in these files are printed material.	Retain in office while active, then offer to the Archives Division of the Hall of Records Commission.
7	<u>Course Curriculum Materials</u> A record of curriculum materials that are used by personnel who provide instructional service for the Training Center.	Retain in office while active, then offer to the Archives Division of the Hall of Records Commission.